

# Lejweleputswa District Municipality



Cnr. Jan Hofmeyer & Tempest Road  
P.O. Box 2163  
WELKOM  
9460  
Tel: (057) 353 3094/5/8/9 Fax: (057) 353 3382  
Email: jane@lejwe.co.za

The Lejweleputswa District Municipality situated in Welkom in the Free State Province hereby invites suitably qualified individuals to apply for the following Senior Managers' posts:

## Office of the Municipal Manager EXECUTIVE MANAGER: LOCAL ECONOMIC DEVELOPMENT & TOURISM

Remuneration package: R768, 305 (minimum); R878, 063 (midpoint); R987, 820 (maximum) per annum all-inclusive (as determined by Notice No: 40118 of 2016 on upper limits for Senior Managers for a Category 3 Municipality)  
**(5-year fixed-term performance based contract)**

Reporting to the Municipal Manager, the Executive Manager: Local Economic Development (LED) & Tourism will act as custodian of LED and Rural Development, Planning and Property functions within the municipal value chain. In this regard, the position is responsible for the development of Operational Strategy aligned with the Municipal Strategy and for executing all LED, Rural Development, Planning and Property-related projects as per the requirements.

**Requirements:** • A Bachelor's or BTEch in Development Planning/Town and Regional Planning /Local Economic Development • Certificate in Municipal Financial Management Programme as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 • Registration as a Professional Planner in accordance with the Planning Professions Act, 2002 (Act NO 36 of 2002) • 5 years' experience in a Senior Management position at Local Government level/economic environment • Extensive knowledge of the Development Planning Act and other related planning legislation, as well as all legislation applicable to Local Government • Knowledge and application of various pieces of legislation/areas with regard to the functioning of Local Economic Development • Knowledge of geographical information systems and of key local economic and industry drivers • Excellent communication and report-writing skills • A sound understanding of computers (MS Word, Excel, Powerpoint) • A valid driver's licence.

**Skills and competencies:** • Strategic leadership and management • Strategic financial management • Governance, ethics and values in the public sector • The ability to manage departmental finances and submit necessary reports on a monthly basis • The ability to interact with other people • Presentation skills • People management and interpersonal skills • Excellent stakeholder relations • In-depth knowledge of current trends in innovations and practices to be able to analyse and evaluate the feasibility of options and alternatives in the delivery of quality services that comply with statutory provisions • Analytical thinking • Policy conceptualization and implementation • Conflict management • Risk and change management • Mediation skills • Diversity management • Project management.

**Key performance areas:** • Town and regional planning • Manage and regularly update the Housing Sector Plan • Manage conditional grants related to planning/Local Economic Development and lobby for external funding for development • Housing and property management • Ensure implementation of IDP strategic objectives of the Department • Draft and ensure implementation of a Departmental strategic plan and SDBIP • Prepare and control the Departmental budget • Align Council activities and municipal strategies to Provincial Growth and Development Strategy (PGDS) and National Development perspective (NDP) • Facilitate and coordinate LED tourism objectives into the IDP process within the Municipality • Manage the development and implementation of strategy for LED and tourism • Facilitate and coordinate investment promotion within the Municipality • Facilitate and develop key growth sections of the economy within the Municipality • Manage, facilitate and coordinate SMMEs, BEE, cooperatives and entrepreneurship development • Assist in promoting skills development and understanding in the area of economic development • Monitor the Municipality's performance in relation to LED and tourism • Facilitate the development of holistic economic research programmes aimed at boosting LED and tourism initiatives and understanding within the Municipality • Prepare business plans to source funding for implementation of LED projects • Design and implement SMME support programmes • Liaise with government departments, companies, NGOs and District Forums.

## EXECUTIVE MANAGER: ENVIRONMENTAL HEALTH & DISASTER MANAGEMENT

Remuneration package: R768, 305 (minimum); R878, 063 (midpoint); R987, 820 (maximum) per annum all-inclusive (as determined by Notice NO: 40118 of 2016 on upper limits for Senior Managers for a Category 3 Municipality)  
**(5 year fixed-term performance-based contract)**

Reporting to the Municipal Manager, the Executive Manager: Environmental Health & Disaster Management will be the custodian of Environmental Health Management, Disaster Management and Solid Waste Management. The position

operates at a strategic level; the incumbent will assume overall responsibility for strategic direction and leadership of the afore-mentioned Directorates.

**Requirements:** • A Bachelor's degree or BTEch in Social Science/Public Administration • Certificate in Municipal Financial Management Programme as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 • 5 years' experience in a Senior Management position at Local Government level/public service • Extensive knowledge and understanding of Environmental Health and Disaster Management Functions • An understanding of legislation related to environmental health, disaster management and solid waste management • Extensive planning and management skills • Good interpersonal skills • Negotiation skills • Conceptual and analytical skills • Excellent communication and report-writing skills • Extensive knowledge and understanding of local government – related legislation • Knowledge and understanding of MS Word, Excel and PowerPoint • A valid driver's licence.

**Skills and competencies:** • Good knowledge and understanding of relevant policies and legislation and Council's operations • Strategic leadership and management • Strategic financial management • Governance, ethics and values in the public sector • People management • Programme and project management • Change leadership • Presentation Skills.

**Key performance areas:** • Manage the entire Environmental Health and Disaster Management Directorates and provide advice on Local Government legislative prescripts • Undertake strategic planning, organising, leadership and control of all activities of the Directorates • Draft and control the Directorate's activity-based budget • Develop and implement the Directorates SDBIP, as well as lead and direct staff to ensure implementation • Develop strategies that enhance service delivery in the Municipality and promote good relations and participation of beneficiaries • Be responsible for all assets, income and expenditure related to the Directorates • Ensure that Environmental Health and Disaster Management services are provided to the local community in an equitable manner, taking into consideration quality, cost and time • Consult the local community about Environmental Health and Disaster Management services within area of responsibility • Support municipal strategy.

**Please note:** Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application unsuccessful. Qualifications and SA citizenship checks will be conducted on all shortlisted candidates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to attach proof thereof. The Municipality subscribes to and promotes the principles of employment equity and affirmative action. The Council reserves the right not to make an appointment if, in its view, no suitable candidate could be found. Only candidates who meet the above-mentioned competencies will be shortlisted. Candidates should note that some of the above-mentioned competencies may at the discretion of the Council be formally assessed as part of the selection process. Successful candidates will be subjected to qualification verification, security vetting and criminal records checking. The successful candidates will be required to sign an employment contract before commencement of duty, a performance agreement and disclosure of financial interest within 60 days of appointment. Advertisement of these posts is subject to Local Government Regulation on the appointment conditions of employment of Senior Managers of 17 January 2014.

Interested persons meeting the above-mentioned requirements are requested to complete Annexure C form as stipulated on the Local Government regulations: Municipal Systems Act (Act No 32 of 2000) as amended, which is accessible on the following websites: [www.gpwonline.co.za](http://www.gpwonline.co.za), [www.lejwe.co.za](http://www.lejwe.co.za) and at the municipal offices and forward this, together with a comprehensive Curriculum Vitae (CV), certified copies of qualifications and driver's license to the Municipal Manager, Ms. PME Kaota, Lejweleputswa District Municipality, PO Box 2163, Welkom 9460, or hand deliver applications at the Municipal Building, corner Tempest & Jan Hofmeyer Roads, Jim Fouche Park Welkom 9460.

Faxed, e-mailed and late applications will not be considered.

Enquiries: Mr. C Petersen, Tel. (057) 353 3094/5/6/7

**Closing date: 27 March 2017**

PME KAOTA  
MUNICIPAL MANAGER

